

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Actual Hours	Hours the Temporary Assistance (TA) recipient actually participated in the Toolbox 2.0 service and recorded on the 'Verification' screen.
Aid to Families with Dependent Children (AFDC)	Name of "welfare" program from 1935 to 1996. Replaced by Temporary Assistance to Needy Families.
Alerts	<p>For Career Assistance Program (CAP) purposes, alerts are sent from Toolbox 2.0 to FAMIS in a nightly batch to notify the Family Support Division (FSD) of critical or significant information regarding the TA applicant. An alert to FSD generally results in a re-determination of eligibility and/or the work status. Alerts are the only way information travels electronically from CAP Case Managers to FSD Eligibility Specialists.</p> <p>For FSD purposes, the terminology "alert" simply means the FSD eligibility specialist has a reminder in FAMIS to complete some type of action on the case.</p>
Allowable Activity	<p>Career Assistance Program (CAP) activities defined in the Work Verification Plan (WVP).</p> <p>Work Verification Plan (WVP) allowable *activities:</p> <ul style="list-style-type: none"> <li>• Unsubsidized Employment</li> <li>• Subsidized Private and Public Sector Employment</li> <li>• Alternative Work Experience (AWEP) / Community Work Experience (CWEP)</li> <li>• On-the-Job Training (OJT)</li> <li>• Job Search and Job Readiness Assistance</li> <li>• Community Service Program</li> <li>• Vocational Education and Training</li> <li>• Job Skills Training Directly Related to Employment</li> <li>• Education Directly Related to Employment</li> <li>• Satisfactory Attendance at Secondary School</li> </ul> <p>*These do not match all of the CAP services available in Toolbox 2.0. The Toolbox 2.0 services encompass some of the activity names and some are the subcomponents of the activities listed in the WVP.</p>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Allowable Holidays	<p>Unpaid Career Assistance Program (CAP) activities allow certain holidays to count toward participation for the hours he/she normally would have attended for that day (up to 8 hours) if the employer/school observes the holiday. Holidays include:</p> <ul style="list-style-type: none"><li>• January 1-New Year's Day</li><li>• Third Monday in January-Martin Luther King Jr.'s Birthday</li><li>• Third Monday in February-Washington's Birthday</li><li>• Last Monday in May-Memorial Day</li><li>• July 4-Independence Day</li><li>• First Monday in September-Labor Day</li><li>• Second Monday in October-Columbus Day</li><li>• November 11-Veterans Day</li><li>• Fourth Thursday In November-Thanksgiving Day</li><li>• December 25-Christmas Day</li></ul> <p>If the employer/school observes holidays that are <u>not</u> on this list, this does not count towards participation, and the recipient needs to achieve the required hours in some other manner.</p>
Alternative Work Experience (AWEP)/ Community Work Experience (CWEP)	<p>Unpaid, volunteer work designed to improve the employability of the Temporary Assistance (TA) recipient not otherwise able to obtain sufficient or suitable employment. It provides work experience and training to assist the TA recipient to move promptly into regular public or private employment.</p> <p>Career Assistance Program (CAP) allowable work activity which includes:</p> <ul style="list-style-type: none"><li>• Assessments to determine if the TA recipient is able to pursue or obtain a specific employment opportunity including: assessments performed by case managers to determine past employment, medical, drug history, etc. that would affect the ability to obtain the position; Vocational Rehabilitation assessment to determine the ability to obtain the position; and employer-required tests such as typing, physical, psychological, aptitude, personality, and drug tests</li><li>• Volunteer employment in a private sector setting, called Alternative Work Experience (AWEP)</li><li>• Volunteer employment in a public sector setting, called Community Work Experience (CWEP)</li></ul>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Americans with Disabilities Act (ADA)	Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations. The ADA's nondiscrimination standards also apply to federal sector employees under section 501 of the Rehabilitation Act, as amended, and its implementing rules.
Applicants	Individuals who have applied for Temporary Assistance (TA) benefits and the determination of eligibility has not yet been made.
Barriers	Issues that prevent the Temporary Assistance (TA) recipient from partially or fully participating with the Career Assistance Program (CAP). Includes things such as: childcare, transportation, medical issues, etc.
CAP Services	Toolbox 2.0 terminology for activities or subcomponents of the activities as defined in the Work Verification Plan (WVP). These services are reported as the appropriate activity to the Department of Health and Human Services.
Career Assistance Program (CAP)	<p>Employment and training services for Temporary Assistance (TA) applicants and recipients.</p> <ul style="list-style-type: none"><li>• Funded through the Temporary Assistance to Needy Families (TANF)</li><li>• Administered through the Division of Workforce Development (DWD).</li><li>• Operated by local Workforce Investment Boards (WIBs) and their subcontractors in accordance with the Work Verification Plan (WVP) and various state policies.</li></ul>
Case Notes	Information recorded in Toolbox 2.0 regarding Temporary Assistance (TA) applicants or recipients regarding the ability to engage in work activities.

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Community Service Program	<p>Career Assistance Program (CAP) allowable work activity which includes:</p> <ul style="list-style-type: none"><li>• Structured volunteer activity for TA recipients who lack clear work skills and may not be able to obtain and maintain stable employment</li><li>• Assessment to determine he/she is not yet ready for other core activities including: assessments performed by case managers to determine past employment, medical, drug history, etc. that would affect the ability to participate in the assignment; reassessment at a minimum of every 90 days to determine the TA recipient's suitability for higher level activities through case contact with the TA recipient and a review of the mandated 'CAP Assessment' that is on file; Vocational Rehabilitation assessment to determine the ability to participate in the assignment; and employer required tests such as typing, physical, psychological, aptitude, personality, and drug tests</li></ul>
Conciliation	<p>A period of time when the non-compliant Temporary Assistance (TA) recipient is given an additional opportunity to comply with the Career Assistance Program (CAP) participation requirements.</p>
Countable Activity	<p>An activity that is counted toward a recipient's required hours of work participation.</p>
Custodial Caretaker	<p>A parent, minor parent, specific relative of dependent child(ren), or unrelated legal guardian who is receiving Temporary Assistance (TA) benefits to care for at least one child under the age of 18.</p>
Department of Social Services (DSS)	<p>State agency designated to receive Temporary Assistance for Needy Families (TANF) funds and administer programs under Title IV-A of the Social Security Act, as amended.</p>
Distance Learning	<p>On-line classes allowable for certain work activities in the Work Verification Plan (WVP).</p>
Division of Workforce Development (DWD)	<p>State agency designated to receive federal funds to operate the following programs:</p> <ul style="list-style-type: none"><li>• Workforce Investment Act (WIA)</li><li>• Wagner-Peyser</li><li>• Career Assistance Program (CAP)</li><li>• Missouri Employment and Training Program (METP)</li></ul>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Documentation	<p>Required by all Career Assistance Program (CAP) work activities in accordance with the Work Verification Plan (WVP).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• The job search activity is documented through Job Search Logs</li> <li>• The unsubsidized employment activity is documented through: pay stubs, written or verbal verification from the employer, or “CAP Attendance Logs”</li> <li>• The AWEP/CWEP activity is documented through “CAP Attendance Logs”</li> </ul>
Domestic Violence	<p>A chronic pattern of behaviors used by one person in a relationship to control the other person. Examples:</p> <ul style="list-style-type: none"> <li>• Mind games, name calling, and put downs</li> <li>• Isolation from family or friends</li> <li>• Withholding money</li> <li>• Preventing from getting or holding a job</li> <li>• Actual or threatened physical harm</li> <li>• Sexual abuse, stalking, and intimidation</li> </ul> <p>The Career Assistance Program (CAP) allows non-participation in work activities if the Temporary Assistance (TA) recipient states he/she is unable to participate because of a domestic violence situation.</p>
Dually-enrolled	<p>Individual is enrolled in and receiving services from more than one employment and training program administered through the Division of Workforce Development. (i.e. CAP/WIA)</p>
Earned Income Disregards	<p>Family Support Division (FSD) term used to describe an amount that is disregarded from income for a certain period of time when calculating eligibility for Temporary Assistance (TA).</p>
Education Directly Related to Employment (in the case of a TA recipient who has not received a high school diploma or GED)	<p>Career Assistance Program (CAP) allowable work activity which includes:</p> <ul style="list-style-type: none"> <li>• Assessment to determine if the TA recipient is able to participate in the educational or training activity</li> <li>• Adult Education and Literacy (AEL)</li> <li>• Limited English Proficiency (LEP)</li> <li>• GED preparatory classes and testing</li> <li>• Literacy skills classes</li> <li>• Supervised homework and study activities related to AEL</li> </ul>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Employment and Training Ready	Term used to describe recipient referrals sent from FSD to the Career Assistance Program (CAP). This does not mean this recipient will immediately be able to obtain and maintain employment, it only means that he or she does not meet an exclusion or exemption at the time of the referral.
Exclusion	<p>The Family Support Division (FSD) terminology used when a Temporary Assistance (TA) recipient is allowed to temporarily not participate with the Career Assistance Program (CAP). If an exclusion is disclosed and verified at FSD prior to an applicant or recipient referral, these individuals are not referred to CAP. Exclusions include:</p> <ul style="list-style-type: none"><li>• Pregnant in the third trimester</li><li>• Temporarily disabled</li><li>• Victims of domestic violence</li></ul> <p>An exclusion is the same as CAP's temporary waiver; however, CAP's temporary waiver also includes Active in Children's Division, transportation, and childcare.</p>
Excused Absences	Unpaid activities allow for excused absences totaling 80 hours for the previous 12-month period, with no more than 16 hours in any given month. For recording in Toolbox 2.0, the first 16 hours per month, for any reason, is counted as an excused absence. Since excused absences are allowed for any reason, these are not considered when calculating Transportation Related Expense (TRE) payments or counting participation for the client. This simply helps with the work participation rate.
Exemption	<p>The Family Support Division (FSD) and Career Assistance Program's (CAP) terminology used when an individual is not required to participate in CAP. If this is determined at FSD prior to an applicant or recipient referral, these individuals are not referred to CAP. If this is determined by CAP after referral, an alert must be sent notifying FSD so the case can close in Toolbox 2.0. Exemptions include:</p> <ul style="list-style-type: none"><li>• Age 60 or over</li><li>• Single parent households with a child under 12 months</li><li>• Applied for or receiving permanent or total disability and have applied for, or are receiving, Old Age Survivor's and Disability Insurance (OASDI) benefits, Supplemental Security Income (SSI) benefits, Supplemental Security Disability Income (SSDI) benefits, or employer-sponsored disability insurance, or are disabled as determined by the state Medical Review Team for 12 months or longer</li><li>• Needed in the home to care for a disabled individual</li></ul>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Fair Labor Standards Act (FLSA)	Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.
Family Support Division (FSD)	<ul style="list-style-type: none"><li>• Division within the Missouri Department of Social Services</li><li>• Administers Temporary Assistance for Needy Families benefits (Title IV-A)</li><li>• Formerly named Division of Family Services (DFS)</li></ul>
Federal Minimum Wage	Used for calculating self-employment and compensation in lieu of wages hours for Temporary Assistance (TA) recipients. As of July 24, 2008, the federal minimum wage is \$6.55. This will increase to \$7.25 July 24, 2009.
Federal Month	Used for federal reports sent to the Department of Health and Human Services (HHS). Determined by the Friday of the federal weeks that fall within the month. There can be 4 or 5 weeks in the month. Displayed in Toolbox 2.0 on the 'Verification' tab.
Federal Week	Begins on Saturday and ends on Friday. These weeks are displayed in Toolbox 2.0 on the 'Verification' tab.

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

<p>Good Cause for Non-Participation with the Career Assistance Program (CAP)</p>	<p>Reasons the Temporary Assistance (TA) recipient is not participating. These must be resolved prior to recommending sanction:</p> <ul style="list-style-type: none"><li>• Court required appearance or incarceration</li><li>• Emergency family crisis or sudden change of immediate family circumstances that renders participation unreasonable</li><li>• Breakdown in childcare arrangements including: availability of childcare is not suited for the special needs of the child for whom it is intended, or childcare necessary for participation is unavailable</li><li>• Lack of identified social services necessary for participation including: a drug and/or alcohol abuse problem and cannot obtain counseling; a medical and/or mental health issue and cannot receive medical attention; and no shelter and cannot receive the necessary help to obtain shelter</li><li>• The employment results in the TA recipient's family suffering from a net loss of cash income. Net loss of cash income exists if the family's gross income (less necessary work-related expense and any childcare costs paid by the TA recipient) is less than the TA cash assistance the TA recipient was receiving when the employment offer was made. (The CAP service provider must work in coordinated effort with local Family Support Division (FSD) to make this determination.)</li><li>• Other good cause reasons such as inclement weather or personal illness</li></ul>
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## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Good Cause Reasons for Immediate Engagement	<p>A Temporary Assistance (TA) applicant may have good cause for not complying with Immediate Engagement. These reasons include:</p> <ul style="list-style-type: none"><li>• Court required appearance or incarceration that prevents the TA applicant from complying with CAP for the entire 30 days</li><li>• Emergency family crisis which renders participation unreasonable. This crisis must prevent the TA applicant from complying with CAP for the entire 30 days. Examples include: the applicant's home is destroyed by fire resulting in temporary living arrangements; the applicant, applicant's child or other family member is seriously injured; or the applicant is a crime victim</li><li>• Breakdown in transportation arrangements with no readily accessible alternate means of transportation that prevents the TA applicant from complying with CAP for the entire 30 days</li><li>• Breakdown in child care arrangements, or availability of child care for special needs of the child which prevents the TA applicant from complying with CAP for the entire 30 days</li><li>• Lack of identified social services necessary for participation which prevents the TA applicant from complying with CAP for the entire 30 days including: a drug and/or alcohol abuse problem and cannot obtain counseling; a medical and/or mental health issue and cannot receive medical attention; and no shelter and cannot receive the necessary help to obtain shelter</li><li>• Division of Workforce Development (DWD) is not able to provide services within 30 days</li></ul>
Hardship/Extension	<p>A Temporary Assistance (TA) recipient who has exhausted his/her 60-month lifetime limit, but is extended due to extraordinary circumstances. TA applicants past the 60<sup>th</sup> month are not referred to the Career Assistance Program (CAP) during Immediate Engagement. TA recipients will be referred on a case-by-case basis depending on barrier resolution.</p>
Home Schooling	<p>Allowable under the Satisfactory Attendance at Secondary School work activity for teen parents in accordance with Department of Elementary and Secondary Education (DESE) guidelines. Not allowed as a work activity for a parent to Home School a child.</p>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Immediate Engagement	Temporary Assistance (TA) applicants who do not meet a good cause reason, exclusion, or exemption are required to comply with the CAP service provider as an eligibility requirement prior to being approved for TA benefits. Complying with Immediate Engagement requires an assessment and Individual Employment Plan (IEP) to be completed. Optional steps during this process include: CAP and Career Center Orientation, Domestic Violence Screening, and Complaint/Grievance Form completion. (Complying with Immediate Engagement does not guarantee the applicant will be approved for benefits.)
Individual Employment Plan (IEP)	<p>Plan created by the applicant and/or recipient and case manager to lead to self-sufficiency including:</p> <ul style="list-style-type: none"><li>• Short and long-term employment, occupational, and education goals</li><li>• Work activity and hours</li><li>• Next steps (i.e. return attendance logs every two weeks, provide names of childcare providers contacted, etc.)</li><li>• Client rights and responsibilities</li></ul> <p>Named 'Employment Plan' in 'Toolbox 2.0.</p>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

<p>Job Search and Job Readiness Assistance</p>	<p>Career Assistance Program (CAP) allowable work activity which includes:</p> <p>Job Search:</p> <ul style="list-style-type: none"><li>• Completing in-person applications</li><li>• Responding to classified advertisements</li><li>• Completing on-line applications either at home or at the employer's worksite</li><li>• Attending, completing employment applications, and speaking with potential employers at job fairs</li><li>• Online research through MissouriCareerSource.com and other state and national data bases</li><li>• Travel time between multiple interviews or job search activities</li><li>• A minimum of bi-weekly, post-job search assessment with the TA recipient, and guidance by the case manager</li></ul> <p>Job Readiness:</p> <ul style="list-style-type: none"><li>• Conducting assessments to identify: training or type of employment that would best fit his/her personality, barriers and strengths to employment, job survival skills, job attitude, career path, career interests, and employment history</li><li>• Allowing TA recipient to attend workshops and classes in subjects such as resume writing, networking, career exploration, and soft/life skills</li><li>• Allowing TA recipients to attend one or more treatment programs designed to remove an identified employment barrier including: Day Treatment, counseling, Group Education, Group Counseling, Physical Rehabilitation, Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Substance Abuse Traffic Offenders Program (SATOP), Mental Health Case Management, and Residential Treatment</li></ul> <p>Allowed 240 hours for the previous 12 months for Temporary Assistance (TA) recipients normally required to complete 20 hours per week, and 360 hours for the previous 12 months for all other recipients.</p>
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## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Job Skills Training Directly Related to Employment	<p>Career Assistance Program (CAP) allowable work activity which includes:</p> <ul style="list-style-type: none"><li>• Assessment to determine if the TA recipient is able to participate in the educational or training activity</li><li>• Customized or general training directly related to a specific job, or to prepare a TA recipient for employment in a particular occupational field</li><li>• LEP or literacy instruction related to a specific job or occupational field</li><li>• Post-secondary college programs leading to a baccalaureate or advanced degree and related to a specific job or occupational field</li><li>• Distance learning</li><li>• Any other educational setting wherein the TA recipient is gaining knowledge or skills related to a specific job or occupation, regardless of whether or not the TA recipient has gained a high school diploma or GED</li><li>• One hour of unsupervised study time for each hour of class time for all programs</li><li>• Supervised study time for all programs</li></ul>
Lifetime Limit	Temporary Assistance (TA) recipients are allowed 60 months of benefits unless there are certain exemption or hardship reasons.
Local Policy	Any policy that is developed locally that further restricts state Career Assistance Program (CAP) policy. This policy must be reviewed by Central Office CAP staff prior to implementation.
Medical Review Team (MRT)	Reviews medical conditions when a Temporary Assistance (TA) recipient states he/she cannot engage in work activities due to a medical disability that has not been confirmed by the Social Security Administration (SSA).
Minor Parent	The Family Support Division's (FSD) terminology used to describe a parent up to and including the month of 18 years. While participating in allowable educational activities, Temporary Assistance (TA) months will not count towards the 60-month lifetime limit.

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Missouri Career Center	<p>Forty-two “one stop shops” located throughout the state with services that are provided through a partnership of federal, state, and local employment and training organizations and are tailored to reflect the specific needs in each community. The Missouri Career Centers provide:</p> <ul style="list-style-type: none"> <li>• Workforce services</li> <li>• Career-assistance services for job seekers</li> <li>• Assistance from business representatives</li> <li>• Access to other valuable business services for businesses</li> </ul>
Missouri Economic Research and Information Center (MERIC)	<p>Research division for the Missouri Department of Economic Development (DED) which provides analyses and assistance to policymakers and the public, including studies of the state’s targeted industries and economic development initiatives. Other MERIC research includes Economic Condition Reports, Economic Impact Assessments, and Labor Market Information produced in cooperation with the U.S. Department of Labor.</p> <p>On the website at <a href="http://www.missourieconomy.org/">http://www.missourieconomy.org/</a> is the latest research on Missouri industries, workforce, regions and economic conditions, with observations on the state's business climate.</p>
Missouri Employment & Training Program (METP)	<p>Job search and job readiness training program for food stamp recipients. Administered by the Division of Workforce Development through contract with the Family Support Division (FSD).</p>
Missouri Minimum Wage	<p>The state minimum wage for Missouri is \$7.05 effective January 1, 2009.</p> <p>The higher of the state or federal minimum wage is used for calculating Alternative Work Experience (AWE) / Community Work Experience (CWE) hours for Temporary Assistance (TA) recipients. Therefore, currently the state minimum wage is used since the federal minimum wage is \$6.55.</p> <p>Beginning July 1, 2009, the federal minimum wage will increase to \$7.25 and this amount will be used for this calculation.</p>
MissouriCareerSource!.com	<p>Missouri’s official workforce resource website that:</p> <ul style="list-style-type: none"> <li>• Assists job seekers in creating an on-line profile and job search</li> <li>• Allows businesses to: access job seekers; ensure qualified matches; and allows for various methods of viewing and contacting the job seekers</li> </ul> <p>Named GreatHires! in the previous data exchange system (Toolbox).</p>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

MO HealthNet	Federal program administered through the Family Support Division (FSD) that pays for medical services to persons who meet certain eligibility requirements. Previously named Medicaid.
MQ Series Data Exchange	Electronic method for Career Assistance Program (CAP) case managers to access referrals the same day the person applied for Temporary Assistance (TA) benefits or was referred as a recipient. Only to be used when the applicant stated he/she applied for benefits, and is meeting with the case manager face-to-face for services, or is completing a telephone meeting process due to limited transportation. Also used for recipients who were not referred during Immediate Engagement who were approved for benefits that same day with the Family Support Division (FSD) who are meeting face-to-face with the case manager.
Need to Engage	Previous Career Assistance Program (CAP) terminology that was used to describe the Temporary Assistance (TA) recipients that needed to be in work activities. <u>Terminology is no longer used</u> since work participation rates are dependent on recipient hours being met for the month in countable activities only.
Non-Parent Caretaker Relative (NPCR)	Family Support Division (FSD) terminology used to describe a specified relative, other than a parent, who is the caretaker of the eligible children. A caretaker is defined as a specified relative exercising primary responsibility for care and control of the eligible child.
On-the-Job Training (OJT)	<p>Career Assistance Program (CAP) allowable work activity which includes:</p> <ul style="list-style-type: none"> <li>Assessments as part of a paid activity to determine if the Temporary Assistance (TA) recipient is able to obtain a specific employment opportunity including employer-required tests such as typing, physical, psychological, aptitude, personality, and drug tests</li> <li>OJT employment in which a TA recipient hired by a public or private employer through a contractual agreement wherein the employer provides hands-on training for a specific job at the employer's place of business. The employer is compensated up to 50% of the wages paid to the TA recipient due to the extraordinary costs of training and lower productivity of the individual</li> <li>Supportive services including mental health and substance abuse treatment, job search, and training as part of the OJT if the TA recipient is paid for these hours</li> </ul>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Paid Career Assistance Program (CAP) Services	<p>Includes the following Toolbox 2.0 services:</p> <ul style="list-style-type: none"><li>• CAP Compensation in Lieu of Wages</li><li>• CAP Self-Employment</li><li>• CAP Subsidized Employment – Private</li><li>• CAP Subsidized Employment – Public</li><li>• CAP Unsubsidized Paid Employment</li><li>• CAP On-the-Job Training</li><li>• CAP Work-Study</li></ul> <p>Please note: These services must be utilized in accordance with the Work Verification Plan.</p>
Parents Fair Share (PFS) Program	Program administered by the Division of Workforce Development (DWD) which provides services to improve employment opportunities and increase earnings of the non-custodial parent who is unable to support his/her child(ren). DWD will no longer administer PFS program services as of July 1, 2009.
Projection of Actual Hours	Allowed for paid services up to 6 months in Toolbox 2.0 based on at least one week of documentation as outlined in the approved Work Verification Plan.
Real-Time Data Entry	Career Assistance Program (CAP) requirement that all Toolbox 2.0 data entry be completed immediately in order to ensure correct reporting to FSD and accurate case management.
Recipient	Individuals who have applied and been approved for Temporary Assistance (TA).
Re-engagement	The process Career Assistance Program (CAP) service providers use to attempt to move sanctioned Temporary Assistance (TA) recipients into compliance with work activity requirements.
Refugee Recipients	Legal classification for individuals residing in the United States that traveled here from another country.
Sanction for Non-Participation with Work Activities	Temporary Assistance (TA) recipients who do not participate in work activities as required and do not meet a good cause reason will have their Temporary Assistance (TA) grant reduced by 25% for non-compliance.

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Sanction Hearing for Non-Participation with Work Activities	Temporary Assistance (TA) recipient requests a hearing because he/she does not believe a sanction should have been imposed. Career Assistance Program (CAP) service provider is required to submit evidence for the hearing to the local Family Support Division (FSD) office prior to the hearing and attend the hearing as a witness.
Satisfactory attendance at secondary school or in a course leading to a GED (in the case of a TA recipient who has not completed secondary school or received such a certificate)	Career Assistance Program (CAP) allowable work activity which includes: <ul style="list-style-type: none"><li>• School for teen parents up to the month he or she turns 19</li><li>• GED preparatory classes and testing</li><li>• LEP classes</li><li>• Home schooling</li></ul>
Scheduled Hours	Previously all hours for Temporary Assistance (TA) recipients were reported based on hours the recipient was scheduled to complete. Beginning on September 27, 2008, actual hours completed are recorded in Toolbox 2.0 and reported to the Department of Health and Human Services (HHS) in accordance with federal regulation.
Sharing How Access to Resources Empowers (SHARE) Network	SHARE Network is the U.S. Department of Labor's Center for Faith-Based and Community Organizations (FBCO) Initiatives program that has been implemented by the Missouri Division of Workforce Development. SHARE Network is designed to expand access to workforce development services and strengthen the effectiveness of Missouri's 42 Career Centers by building linkages with community and faith-based organizations, service providers, and government agencies, as they collaborate to deliver employment and training services.
Social Security Disability Insurance (SSDI)	Wage replacement income for individuals who have worked and paid FICA taxes and who now have a disability that meets Social Security disability rules. Provides a variety of benefits to family members when a primary wage earner in the family becomes disabled or dies. SSDI is financed with Social Security taxes paid by workers, employers, and self-employed persons. SSDI benefits are payable to disabled workers, widows, widowers, and children or adults disabled since childhood who are otherwise eligible.



## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Subsidized Private and Public Sector Employment	<p>Career Assistance Program (CAP) allowable work activity which includes:</p> <ul style="list-style-type: none"><li>• Assessments performed as part of a paid activity to determine if the Temporary Assistance (TA) recipient is able to obtain a specific employment opportunity including employer-required tests such as typing, physical, psychological, aptitude, personality, and drug tests</li><li>• Paid employment in the public or private sector wherein the salary is paid directly to the TA recipient by the contractor providing the employment and training services, and is fully-funded by TANF</li><li>• Supportive services including mental health and substance abuse treatment, job search, and training if the TA recipient is paid for these hours</li><li>• Paid Federal work study</li><li>• Paid supported work for individuals with disabilities in an integrated setting</li></ul>
Supplemental Security Income (SSI)	<p>A Federal income supplement program funded by general tax revenues (not Social Security taxes) designed to help aged, blind, and disabled people who have little or no income. Provides cash to meet basic needs for food, clothing, and shelter.</p>
Teen Parent	<p>Career Assistance Program (CAP) terminology defining Temporary Assistance (TA) recipients up to and including the month he/she turns 19. These recipients are allowed to engage in certain educational components and be considered fully participating.</p>
Temporary Assistance (TA)	<p>Name of Missouri's Temporary Assistance for Needy Families (TANF) program.</p>
Temporary Wavier	<p>The Career Assistance Program (CAP) terminology used when a Temporary Assistance (TA) recipient has been given temporary permission to not participate with work activities. Temporary waivers include:</p> <ul style="list-style-type: none"><li>• 2-parent households and teen parents with a child under 12 weeks</li><li>• Pregnant in the third trimester</li><li>• Temporarily disabled</li><li>• Victims of domestic violence</li><li>• Active in Children's Division</li><li>• Transportation</li><li>• Childcare</li></ul>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Time-Limited Activities	<p>Work activities defined in the Work Verification Plan (WVP) that Temporary Assistance (TA) recipients are only allowed to participate in for a limited time including:</p> <ul style="list-style-type: none"><li>• 240 hours of job search for the previous 12 months for single parent households with a child under 6</li><li>• 360 hours of job search for the previous 12 months for single parent households with a child over 6 and 2-parent households</li><li>• 12 months of Vocational Education (lifetime)</li><li>• 4 weeks of consecutive job search/job readiness for any amount of time, with the 5<sup>th</sup> week off</li></ul>
Toolbox 2.0	<p>Replaced the Division of Workforce Development's data system in May 2008. Toolbox 2.0 has the following functionality:</p> <ul style="list-style-type: none"><li>• A consolidated computer web-based system administered by the Division of Workforce Development (DWD) and used by Missouri Career Centers and partner agencies to record and track customer employment and training services.</li><li>• Integrates records from state and local partner agencies to assist in delivery of seamless services to businesses and job seekers.</li><li>• Provides record-keeping for the work requirements and activities of the TANF population. TANF cases are referred electronically from FAMIS to the Toolbox 2.0 system. When the referral reaches DWD, the Toolbox 2.0 system becomes a comprehensive case management data system for TA recipients, recording and tracking the TA recipient's progress, activity participation, actual participation hours, case history, Individual Employment Plan (IEP), assessments, work histories, supportive service payments, and all other aspects of case management.</li></ul>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Transitional Employment Benefit (TEB)	<p>Family Support Division (FSD) began paying these benefits on October 1, 2008 to Temporary Assistance (TA) recipients whose case closed due to:</p> <ul style="list-style-type: none"><li>• An increase in income of the parent(s);</li><li>• Removal of an earnings disregard or an allowable expense deduction; or</li><li>• A household composition change which causes ineligibility due to income guidelines for Temporary Assistance.</li></ul> <p>The benefit is \$50 a month for a 6-month period for those individuals who remain in compliance with the work requirements. CAP case managers should ensure TA recipients are aware of this new policy since this will benefit the TA recipient and the work participation rate. If the recipient has specific questions regarding this new benefit; however, advise them to contact their eligibility specialist at the FSD office.</p>
Transportation Related Expenses (TRE)	<ul style="list-style-type: none"><li>• Paid to Temporary Assistance (TA) applicants who participate in an allowable activity. Paid a one-time \$25 payment per applicant referral.</li><li>• Paid to TA recipients who are fully participating in their core and non-core requirements. Allowed up to \$5 a day based on if there is a demonstrated need and a cost incurred.</li></ul>
Unable to Locate	<p>Career Assistance Program (CAP) terminology used when a Temporary Assistance (TA) recipient is not living at the mailing address recorded in Toolbox 2.0 and mail has been returned as “Unable to Locate-No forwarding address.” In addition, there must not be a new address received from the Family Support Division (FSD) or other sources.</p>
Unemployment Insurance (UI)	<p>Provides temporary compensation to those workers meeting the eligibility requirements of Missouri law.</p>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Unpaid Career Assistance Program (CAP) Services	<p>Any Toolbox 2.0 service in which a Temporary Assistance (TA) recipient is participating, but he/she does not receive payment (other than grants).</p> <p>Includes the following Toolbox 2.0 services:</p> <ul style="list-style-type: none"><li>• CAP AWEP/CWEP</li><li>• CAP Job Search Assistance</li><li>• CAP Job Readiness Assistance</li><li>• *CAP Job Readiness-MH, PT, and SA</li><li>• *CAP Treatment and Support-MH, PT, and SA</li></ul> <p>*Note: MH = Mental Health, PT = Physical Therapy, and SA = Substance Abuse</p> <ul style="list-style-type: none"><li>• CAP Community Service Program</li><li>• CAP Job Skills Training Directly Related to Employment</li><li>• CAP High School</li><li>• CAP High School Equivalency</li><li>• CAP Limited English Proficiency</li><li>• CAP GED and GED test</li><li>• CAP Limited English Proficiency (LEP)</li><li>• CAP AEL</li><li>• CAP Vocational Education and Training</li></ul> <p>Please note: These services must be utilized in accordance with the Work Verification Plan.</p> <p>Toolbox 2.0 allows entries for excused absences and holidays for the unpaid activities.</p>
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## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Unsubsidized Employment	<p>Career Assistance Program (CAP) allowable work activity which includes:</p> <ul style="list-style-type: none"><li>• Assessments performed as part of a paid activity to determine if the TA recipient is able to obtain a specific employment opportunity including employer-required tests such as typing, physical, psychological, aptitude, personality, and drug tests</li><li>• Employment in which the wages are paid solely by the employer (no subsidies)</li><li>• Employment by temporary employment agencies who function as the employer and therefore, pay the Temporary Assistance (TA) recipient directly while he/she works at various sites</li><li>• Paid clinicals, paid internships, and paid apprenticeships</li><li>• Substance abuse and mental health treatment when the employer pays for these hours</li><li>• Employer compensation in lieu of wages</li><li>• Self-employment</li></ul>
Vocational Education and Training	<p>Career Assistance Program (CAP) allowable work activity which includes:</p> <ul style="list-style-type: none"><li>• Assessment to determine if the TA Recipient is able to participate in the educational or training activity</li><li>• Vocational schools and trade schools</li><li>• Community college programs required for specific occupations</li><li>• Proprietary schools</li><li>• Remedial or basic education provided as a component of a vocational certificate, license or degree</li><li>• Limited English Proficiency (LEP) provided as a component of or requirement for a vocational certificate, license or degree</li><li>• Distance learning</li><li>• Baccalaureate degrees and advanced degrees</li><li>• Industry skills certifications</li><li>• One hour of unsupervised study time for each hour of class time for all programs except remedial or basic education and LEP</li><li>• Supervised study time for all programs</li></ul> <p>Allowed for a total of 12 months.</p>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Vocational Rehabilitation	<p>Housed under the Department of Elementary and Secondary Education, a partner agency to the Career Assistance Program (CAP) and:</p> <ul style="list-style-type: none"><li>• Provides specialized services to individuals with disabilities to help them achieve employment and independence by providing individualized counseling, training, and other services to help individuals achieve gainful employment or independent living.</li><li>• Is supported primarily with federal funds. (The Division of Vocational Rehabilitation is housed in the Department of Elementary and Secondary Education but is not considered elementary or secondary school.)</li></ul>
Volunteer	<p>Volunteer means two different things in the Career Assistance Program (CAP) including:</p> <ul style="list-style-type: none"><li>• A Temporary Assistance (TA) recipient who meets an exemption, but chooses to participate in the Career Assistance Program (CAP). This recipient cannot be sanctioned and includes: single parent with a child under 12 months; age 60 and over; needed in the home to care for a disabled individual; or mentally and physically disabled as determined by SSI/SSDI or the state Medical Review Team (MRT)</li><li>• A TA recipient who is participating in an Alternative Work Experience (AWEP) / Community Work Experience (CWEP) or Community Service Program</li></ul>
Wagner-Peyser Act of 1933	<p>Established a nationwide system of public employment offices known as the Employment Service. The Act was amended in 1998 to make the Employment Service part of the One-Stop services delivery system.</p>
Work Opportunity Tax Credit (WOTC)	<p>Tax credit for employers who hire individuals with barriers to employment including Temporary Assistance for Needy Families (TANF) and food stamp recipients. To obtain the tax credit, the employer must be screening for these targeted groups by having the applicant to complete applicable sections of the 8850 form prior to offering the person employment. Then, appropriate forms must be sent to the Division of Workforce Development (DWD) within the required timeframe.</p>

## Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

### DEFINITIONS

Work Participation Rate	<p>Determined based on Temporary Assistance (TA) recipients who are fully participating in work activities versus those not participating. This rate includes everyone except those who have a child under 12 months for the first 12 months, SSI/SSDI recipients, recipients needed in the home to care for a disabled individual, and recipients sanctioned for 3 months or less for the previous 12 month period. The remaining TA recipients including exemptions, exclusions, temporary waivers, those who did not meet the required hours, etc. are counted in the rate.</p> <p>This rate is determined by the Family Support Division (FSD) based on information sent monthly from Toolbox 2.0. This information is verified for accuracy by the Department of Health and Human Services (HHS). All states are required to meet a Work Participation Rate of 50 percent. If this rate is not met, the state faces federal sanction.</p>
Work Related Expenses (WRE)	<p>A supportive service of up to \$350 for the previous 12 month period provided to Temporary Assistance (TA) recipients to allow them to:</p> <ul style="list-style-type: none"><li>• Participate in allowable work activities</li><li>• Interview for employment</li><li>• Accept or maintain employment</li></ul> <p>WRE includes purchases of:</p> <ul style="list-style-type: none"><li>• Car repairs</li><li>• Work clothing, shoes, uniforms, etc.</li></ul>
Work Verification Plan (WVP)	<p>Plan submitted by each state to the Department of Health and Human Services (HHS) stating how the allowable work activities will be implemented in accordance with the federal regulations. The current plan is effective October 1, 2008.</p>
Worker Initiated Closing (WICL)	<p>Family Support Division (FSD) terminology when an eligibility specialist takes action to close a Temporary Assistance (TA) case instead of the FAMIS system. The reasons the eligibility specialist closes the TA case include, but are not limited to, changes reported with all verification provided; the Eligibility Unit (EU) moved out of state; and the household did not respond to a Request for Contact.</p>
Workforce Investment Board (WIB)	<p>Provides policy guidance and leadership to advance an integrated, demand-driven workforce and economic development system. WIB's are tasked with subcontracting the Career Assistance Program (CAP).</p>